

# Infinite Campus for Craft Academy & Gatton Academy

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Course Setup, Grading & Attendance

Kentucky Department of Education  
Division of District Support

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Superintendent's Annual Attendance (SAAR) Report

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## **Introduction**

**Purpose:** Describe the course setup, grading and attendance instructions for high school students dual enrolled in the Craft Academy or Gatton Academy residential programs.

### **Introduction**

Students enrolled in virtual or performance-based courses in Kentucky must have the proper course setup, grading and attendance procedures in order to receive credit on the SAAR report, the primary method by which school funding is calculated. One of the most common performance-based instructional classes are for students enrolled in the dual-credit residential high schools for academically exceptional Kentucky students. These schools are The Gatton Academy of Mathematics and Science in Kentucky operated by Western Kentucky University and The Craft Academy for Excellence in Science and Mathematics.

This document will provide an explanation of how to create Craft Academy and/or Gatton Academy course(s) in your district's school, setup the correct grading tasks, schedule a student, post grades for the report card and transcript and then verify the attendance on the SAAR report. Please note that districts can customize their setup for the academies. For example, individual courses can be created for each college course in which the student is enrolled. The instructions in this document are intended to provide basic setup instructions.

**NOTE:** Attendance will not appear on the ADA/ADM and the Register attendance reports but only on record V of the SAAR once the passing grade on the final term has been posted.

### **Enrollments**

Craft and Gatton Academy students should have a primary enrollment at their home high school. They are not required to physically attend the home high school and will not have attendance data. These students are often incorrectly marked as No Show. The Craft Academy uses Infinite Campus with secondary enrollments and will initiate student records transfer requests from the home high school.

## **Score Groups & Rubrics**

*Path: Grading & Standards > Score Groups & Rubrics*

Any score in the school/district grading scale that has the passing score checkbox marked can be used to indicate the classes were passed. A separate grading scale can be created for pass/fail but is not required.

The screenshot shows two overlapping forms. The top form is titled "Score Group Detail" and has a field for "\*Name" with the value "Pass/Fail". The bottom form is titled "Score Group List Items Detail" and contains a table with the following columns: Del Name, Score, Credit Coeff., Min Percent, GPA Value, Unweighted GPA Value, Bonus Points, and Sequence Passing Score. The table has two rows: "Fail" with a checkbox, and "Pass" with a checked checkbox. There is an "Add ScoreListItem" button at the bottom.

Del Name	Score	Credit Coeff.	Min Percent	GPA Value	Unweighted GPA Value	Bonus Points	Sequence Passing Score
Fail	F	0	0			0	<input type="checkbox"/>
Pass	P	1	0			0	<input checked="" type="checkbox"/>

## Course Setup

*Path: Scheduling > Add Course*

A course named after the academy should be created. If you have students in both academies, you may setup a course for each or one course with sections for each academy. If your district uses a course catalog, define the course master(s) then add the course(s). The course should be setup as a performance-based class. The setup should be as shown as below:

**909999 Craft or Gatton Academy**

Course Sections Grading Tasks Standards Composite Grading Course Rules Fees Build Co

Save Delete

**Course Information**

CourseID 18828

\*Number 909999 x

\*Name Craft or Gatton Academy

Standards-based ☐ Active ☒

Subject Type

State Code 909999

Department

Schedule Load Priority

Max Students

Terms 0 Schedules 0 Periods 0 Sections to Build 0

GPA Weight 0

Bonus Points ☐

Transcript ☐

Required ☐

Type P: Performance

Difficulty Level DC: Dual Credit

Activity

Homeroom ☐ Allow student requests ☐ Allow teacher requests/recommendations ☐ Repeating ☐ Attendance ☐ Unit Attendance ☐

Teaching Method 1.DC: Dual Credit Offered

Instructional Setting 03: Offsite College

**State Code:** The state code should be 909999 – School Defined Course.

**Transcript:** This should be unchecked. Transcript entries will be manually entered.

**Type:** The type should be 'P: Performance'.

**Teaching Method:** Select 'Dual Credit – College Offered' from the dropdown list.

**Instructional Setting:** Select 'Offsite College' from the dropdown list. The course will be omitted on the LEAD report by selecting this option.

**Attendance:** This should be unchecked.

## Create a Section

If you have students in both academies, create a section for each academy.

### 909999-1 Craft or Gatton Academy

Teacher: Craft Academy

Section Staff History Roster Attendance

Save Delete

**Section Editor**

SectionID  
103585

\*Section Number  
1

Teacher Display Name  
Craft Academy

Max Students  
0

Lunch Count ☐ Milk Count ☐ Adult Count ☐

Room  Skinny Seq  Lunch  Homeroom ☐

Instructional Setting (Override)  
(03)

\*Highly Qualified  
Not Applicable

Primary Teacher  
There is no active primary teacher for this section.

Special Type  
01: None

Population ID

Core Content  
Select a Value

### 909999-2 Craft or Gatton Academy

Teacher: Gatton Academy

Section Staff History Roster Attendance

Save Delete

**Section Editor**

SectionID  
103586

\*Section Number  
2

Teacher Display Name  
Gatton Academy

Max Students  
0

Lunch Count ☐ Milk Count ☐ Adult Count ☐

Room  Skinny Seq  Lunch  Homeroom ☐

Instructional Setting (Override)  
(03)

\*Highly Qualified  
Not Applicable

Primary Teacher  
There is no active primary teacher for this section.

Special Type  
01: None

Population ID

Core Content  
Select a Value

**Section Number:** Enter section number

**Teacher Display Name:** Use academy name or leave blank. Staff History tab is not required.

**Highly Qualified:** Choose Not Applicable

**Section Schedule Placement:** Mark all the instructional periods in the section schedule

Section Schedule Placement						
	QUARTERS					
	T1	T2	T3	T4		
	L1 1 hr delay	L1 1 hr delay	L1 1 hr delay	L1		
H	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ACTIVITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Grading Tasks

**Grading Task:** Select the final grading task of the school year (e.g., Final Grade).

No credit will be issued using this Craft or Gatton Academy course. *Detailed course, grade and credit information will be entered manually to the transcript. National Records Exchange may be used to import transcript entries from The Craft Academy.*

**Score Group:** Choose the score group.

**Term Mask:** Choose the final term in the school year (e.g., Term 4).

## Scheduling Students

Use the Walk-In Scheduler to enroll the student into a full course schedule for the year.

### Craft Academy Student

Summary			
Enrollments			
Schedule			
Attendance			
Flags			
Grades			
Transcript			
Table - Group by Course (All Terms)			
Display Active Courses Only  Print OR  Choose a report			
	Term T1 (08/13/14-10/31/14)	Term T2 (11/03/14-02/06/15)	Term T3 (02/09/15-06/30/15)
1	909999-1 Craft or Gatton Academy	909999-1 Craft or Gatton Academy	909999-1 Craft or Gatton Academy
2	Craft Academy	Craft Academy	Craft Academy
3			
4			
5			
6			
7 ACTIVITY	EMPTY	EMPTY	EMPTY

### Gatton Academy Student

Summary			
Enrollments			
Schedule			
Attendance			
Flags			
Grades			
Transcript			
Table - Group by Course (All Terms)			
Display Active Courses Only  Print OR  Choose a report			
	Term T1 (08/13/14-10/31/14)	Term T2 (11/03/14-02/06/15)	Term T3 (02/09/15-06/30/15)
1	909999-2 Craft or Gatton Academy	909999-2 Craft or Gatton Academy	909999-2 Craft or Gatton Academy
2	Gatton Academy	Gatton Academy	Gatton Academy
3			
4			
5			
6			
7 ACTIVITY	EMPTY	EMPTY	EMPTY

## Posting Final Grade

A score must be posted for the year-end grade (*e.g.*, Final Grade) for a performance-based course.

1. Locate the Gatton Academy course under the Search tab
2. Select the course section
3. Select the Grading by Task tab
4. Select the Final Grade grading task
5. For each student, choose Pass or Fail based on their performance in the Academy.

Note: Individual course grades from the Academy will be manually entered on the transcript or imported from Craft Academy.

6. Click Save.

The screenshot shows the '909999-2 Craft or Gatton Academy' interface. On the left, there is a search bar with 'academy' entered and a 'Go' button. Below the search bar, it says 'Search Results: 1 Courses' and lists '909999 Craft or Gatton Academy' with sub-items '1) Craft Academy' and '2) Gatton Academy'. The main area has tabs for 'Section', 'Staff History', 'Roster', 'Attendance', 'Grading By Task' (selected), and 'Grading By Student'. The 'Grading By Task' tab shows a 'Save' button and a dropdown menu for 'T3 - Final Grade'. Below this is a table with columns 'Task', 'Percent', 'Score', and 'Comments'. The 'Task' column has a dropdown for 'T3 - Final Grade'. The 'Percent' and 'Score' columns have input fields. The 'Comments' column has a text area. Below the table, there are checkboxes for 'Percent', 'Score', and 'Comments', and buttons for 'Fill Empty' and 'Fill All'. At the bottom, there is a table with columns 'Name', 'Percent', 'Score', and 'Comments'. The first row shows '12 Gatton, Student #1952371530' with a 'PASS' button highlighted.

## Transcripting Course Grades and Credits

Individual entries for each course must be manually posted to the transcript for Gatton Academy students. For Craft Academy students, you may use the National Records Exchange to import the transcript entries directly from Craft Academy.

1. From the Craft or Gatton course section, select the Roster tab or find the student under the Search tab
2. Select a student
3. Select the Transcript tab
4. Click New to create a new entry
5. Complete the necessary fields for the transcript
  - a. **School Year:** Defaults to selected calendar, change if needed
  - b. **Grade:** Change if needed
  - c. **District No.:** If using Gatton Academy for school name, delete number  
If using Craft Academy for school name, enter 610
  - d. **School No.:** If using Gatton Academy for school name, delete number  
If using Craft Academy for school name, enter 300
  - e. **School Name:** Leave as is or change to the academy's name
  - f. **Course Number:** Type the university course number
  - g. **Course Name:** Type the university course name (abbreviate if necessary)
  - h. **Difficulty Level:** Select DC: Dual Credit



- i. **Score:** Select the score from the listing of all district score groups. The score choice will populate the GPA Value, Unweighted GPA Value, GPA Max and Bonus Points if defined in the score group.  
Note: *Using a weighted GPA score is a district decision.*
- j. **Instructional Setting:** 03: Offsite College
- k. **Transcript Credit:** Follow district policy for dual credit courses. Earned, Attempted and Credit Name must be completed.

The screenshot shows the 'Transcript Course Editor' form with the following fields and values:

- Course Number:** ENG 300
- Course Name:** Writing in the Disciplines
- Difficulty Level:** DC: Dual Credit
- Score:** A/95 (5.0000/5.0000/4.0000)
- Instructional Setting:** 03: Offsite College
- GPA Weight:** 1
- Transcript Credit:** Earned: 1, Attempted: 1, Credit Name: -ENGLISH

Other visible fields include School Year (2015-2016), Grade (12), NCES Grade, District No., School No., School Name (Gatton Academy), State Code, Start Term, End Term, Term Start Date, Term End Date, GPA Value (5.0000), Unweighted GPA Value (4.0000), GPA Max (5.0000), Bonus Points, Technology (N/A), and Status (N/A).

6. Click Save or Save & Add Another if you have additional courses to add.

# Verify Setup Using SAAR Report

**Superintendent's Annual Attendance Report (SAAR)**

Superintendent's Annual Attendance Report (SAAR) Enrollment Report  
The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state submission. The Detail report types provide student-level data for verification, analysis and reference.

**Report Options**  
Report Type: ☒ Detail ☐ Summary

Extract Format: PDF

☒ Date Range: [ ] To [ ]  
☐ School Month: [ ] Month 1 (06/02/2014 - 10/31/2014)

Report Selection: ☐ All Reports

☐ R9 Over/Under Attendance  
☐ R9 Non-Contract Attendance  
☐ RH Home\_Hospital Attendance  
☒ RV Virtual Performance Based Attendance  
☐ RS Out of School Suspension  
☐ RX Expulsion

Select Calendars ☐ All Calendars

14-15 Edmonson County 5/6 Cent  
14-15 Edmonson County Great On  
**14-15 Edmonson County High Sch**  
14-15 Edmonson County Middle S  
14-15 Kyrock Elementary School  
14-15 South Edmonson Elementar

CTRL-click and SHIFT-click for multiple  
(Calendars: 6 Schools: 6)

Select Students

☒ Grade: 04, 05, 06, 07, 08, 09, 10, **11**, 12, 14  
☐ Ad Hoc Filter: [ ]

Generate Report Validation Report Submit to Batch

Verify the setup for Gatton Academy students using the SAAR report.

Path: KY State Reporting > SAAR Report

1. Report Options
  - a. Select Report Type: Detail
  - b. Select Date Range; dates should be left blank
  - c. Uncheck All Reports
  - d. Check RV Virtual Performance Based Attendance
2. Select Calendars
  - a. Select the appropriate calendar
3. Select Students
  - a. Select Grade then select Grades 11 and 12 or use an Ad Hoc Filter (see below)
4. Select Generate Report
5. Verify that the Gatton students are listed. If they have a passing grade, the number of days of attendance credit they have earned will show in the "Uncapped Performance Proficient Days" and "Capped Virtual/Performance Proficient Days" columns.

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
12	Gatton, Student SID # [ ]	.00	.00	.00
Totals		.00	.00	.00

## **SAAR using Ad Hoc Filter**

You can also run the SAAR report using an ad hoc filter. To do this, perform the following steps:

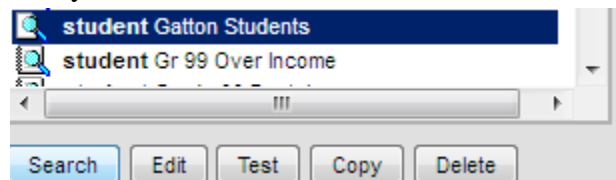
1. Create an Ad Hoc Filter

*Path: Ad Hoc Reporting > Filter Designer*

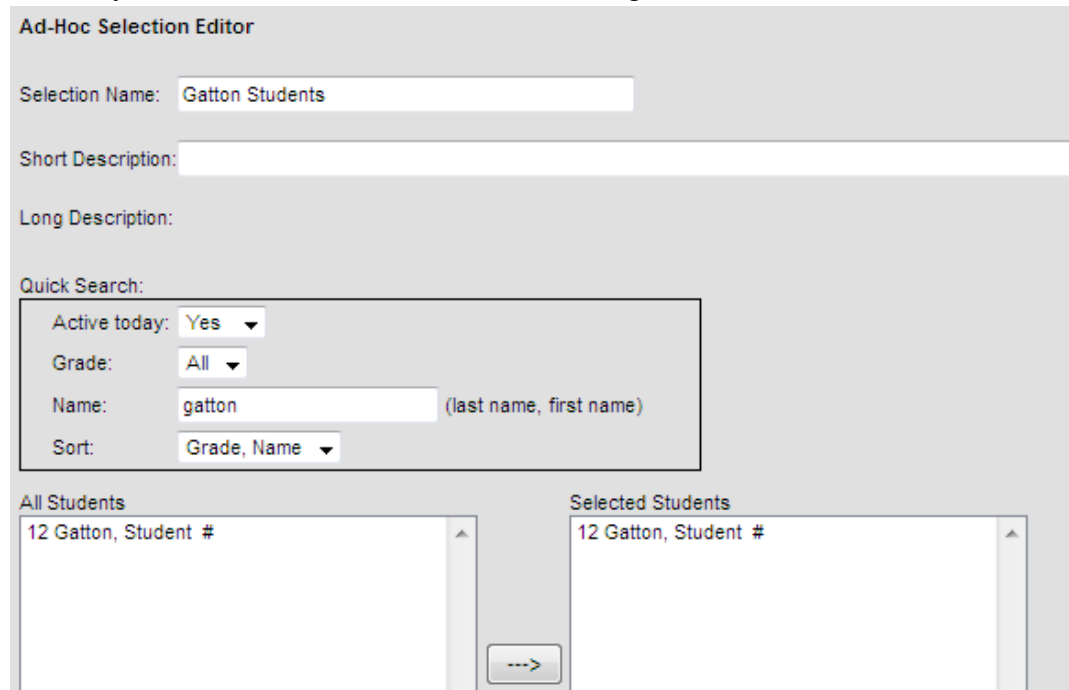
- a. To create a new filter, under Create New, select Filter Type: Selection Editor and Data Type: Student then click Create



- b. If a Gatton Students selection editor filter already exists, select it and click Edit to verify the Selected Students.



- c. You may use the Quick Search to limit the listing of students



- d. Select the student(s) from All Students then click the arrow to move the name(s) to Selected Students
- e. Type Craft and Gatton Students as the Selection Name for the ad hoc report
- f. Click Save

## 2. Run the SAAR report using the Ad Hoc Filter

**Superintendent's Annual Attendance Report (SAAR)**

**Superintendent's Annual Attendance Report (SAAR) Enrollment Report**  
The SAAR provides a summary of each district's attendance data for the entire school year. The Summary report types provide aggregate data suitable for state submission. The Detail report types provide student-level data for verification, analysis and reference.

**Report Options**  
Report Type: ☒ Detail ☐ Summary

Extract Format: PDF

☒ Date Range: [ ] To [ ]

☐ School Month

☐ Month 1 (08/07/2014 - 09/04/2014)  
☐ Month 2 (09/05/2014 - 10/02/2014)  
☐ Month 3 (10/03/2014 - 10/31/2014)  
☐ Month 4 (11/03/2014 - 12/02/2014)  
☐ Month 5 (12/03/2014 - 01/12/2015)  
☐ Month 6 (01/13/2015 - 02/09/2015)  
☐ Month 7 (02/10/2015 - 03/09/2015)  
☐ Month 8 (03/10/2015 - 04/14/2015)  
☐ Month 9 (04/15/2015 - 05/12/2015)  
☐ Month 10 (05/13/2015 - 06/30/2015)

**Report Selection** ☐ All Reports

☐ R9 Over/Under Attendance  
☐ R9 Non-Contract Attendance  
☐ RH Home\_Hospital Attendance  
☒ RV Virtual Performance Based Attendance  
☐ RS Out of School Suspension  
☐ RX Expulsion

**Select Calendars** ☐ All Calendars

14-15 CENTRAL ELEMENTARY SCHOOL  
14-15 DEWITT ELEMENTARY SCHOOL  
14-15 Flat Lick Elementary Sch  
14-15 G R Hampton Elementary S  
14-15 GIRDLER ELEMENTARY SCHOO  
14-15 Jesse D Lay Elementary S  
14-15 Knox Appalachian School  
**14-15 Knox Central High School**  
14-15 Knox County Day Treatment  
14-15 Knox County Learning Aca  
14-15 Knox County Middle School  
14-15 Lynn Camp Elementary  
14-15 Lynn Camp High/Middle

CTRL-click and SHIFT-click for multiple  
(Calendars: 13 Schools: 12)

**Select Students**

☐ Grade: [00, 01, 02, 03, 04, 05, 06, 07, 08]

☒ Ad Hoc Filter: Craft and Gatton Academy Students

Generate Report Validation Report Submit to Batch

*Path: KY State Reporting > SAAR Report*

- Report Options
  - Select Report Type: Detail
  - Select Date Range; dates should be left blank
  - Uncheck All Reports
  - Check RV Virtual Performance Based Attendance
- Select Calendars
  - Select the appropriate calendar
- Select Student
  - Click Ad Hoc Filter and select the desired filter
- Select Generate Report
- Verify that all the academy students are listed. If they have a passing grade, the number of days of attendance credit they have earned will show in the "Uncapped Performance Proficient Days" and "Capped Virtual/Performance Proficient Days" columns.

Grade	Student Enrollment	Uncapped Virtual Proficient Days	Uncapped Performance Proficient Days	Capped Virtual/Performance Proficient Days
12	Gatton, Student SID # [REDACTED]	.00	.00	.00
<b>Totals</b>		.00	.00	.00